

## Safe Schools reporting:

This document includes:

1. Directions on how to upload your STI Safe Schools export via the web upload portal, with screen shots of the web portal and process of submitting your report.
2. Information on submitting Infinite Campus Safe School end-of-year reports and the new “surveys” replacing the information tabs.

### Here are the instructions for sending your 2007-08 Safe Schools Report to KDE:

Log in to the web application. The URL is: <http://apps.kde.state.ky.us/webupload/>

User ID:

Password:

Your user ID is **Safe** and your password is **Schools08**.

The following screen will appear next (See illustration below.)

#### Kentucky Department of Education SAFE SCHOOLS 2007\_2008 UPLOAD PORTAL

Welcome!

Please use the browse button to locate the Safe Schools file you wish to upload. The file name will resemble this: “sdfs123.08”, where the 123 is the district number and the .08 is the school year. Please do not try to upload any other types of files other than .08 files, as the system will reject them.

After you click the “upload your file” button, it should tell you that your file has been sent. You don’t have to wait for it to go, as it uploads instantly. If it didn’t go instantly, you may have a problem, and should try again or call for assistance.

If you have any questions, please call Libby Taylor at (502) 564-4772 or email her at [libby.taylor@education.ky.gov](mailto:libby.taylor@education.ky.gov)

## **Infinite Campus Safe Schools reporting:**

2007-08 is the first year that schools will be reporting school safety data with the Infinite Campus student information system. The basic format of the IC report is the same as STI version, except for the information tabs that must be filled out by district staff for:

1. District worksheets 1, 2, and school level worksheets 1, 2, and 11 are being done in survey form in a separate submission from the behavior data numbers.
2. School level worksheets 3, 6, 12, and 13 have been eliminated.

The Infinite Campus Safe School reporting process is still being developed and information will be available to districts later this month. The surveys will be emailed to safe school coordinators when available.

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